

# NOAA Section 508 Standards Checklist and Assessment Certification Form

**System/Product Name:** \_\_\_\_\_  
(Use one form for each System or Product)

**Office:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Requisition No.** \_\_\_\_\_

By using this checklist, you have already determined that the product or service you are purchasing falls within the definition of "Electronic Information Technology" (EIT). A complete definition of EIT is provided with the "Definitions" included with this checklist. However, Section 508 Standards may not apply if the item was in use or being delivered under an existing contract or purchase order prior to the effective date of June 21, 2001 (referred to as existing EIT) and the work requested does not upgrade but maintains the item. The Standards do not apply to components/internal replacement parts to maintain any EIT. If either of these is applicable, check not applicable and complete the basis being cited in the following and sign this form on the second page:

\_\_\_\_ Not Applicable. The standards do not apply because this requisition either \_\_\_\_ 1) involves existing EIT or is for acquiring maintenance or support services for existing EIT not otherwise covered by the technical provisions of Section 508 standards, and the requirement does not significantly upgrade or update the EIT, operating software, or application software, or \_\_\_\_ 2) is for a component/internal replacement part for any EIT.

If the above is not checked, Section 508 Standards apply and the following items must be completed.

Item A - TECHNICAL STANDARDS	Check <u>ALL</u> that Apply
§ 1194.21 Software applications and operating systems.	
§ 1194.22 Web-based intranet and internet information and applications.	
§ 1194.23 Telecommunications products.	
§ 1194.24 Video and/or multimedia products	
§ 1194.25 Self contained, closed products.	
§ 1194.26 Desktop and portable computers.	
Subpart C -- Functional Performance Criteria § 1194.31 Functional performance criteria (If none of the technical standards of Subpart B applies, then Subpart C applies)	
Subpart D -- Information, Documentation, and Support § 1194.41 Information, documentation, and support	
Item B1 - EXEMPTION	Check if applicable
<b>FAR 39.204 (a)</b> The electronic and information technology is a micro-purchase (less than \$2,500) made prior to October 1, 2004 and is purchased on the open market (e.g. not against GSA's Federal Supply Schedule or other existing contract)	

<b>36 CFR § 1194.3 General Exceptions.</b>	
<b>§ 1194.3 (a)</b> The electronic and information technology operated by agency, the function, operation, or use of which involves intelligence activities, cryptologic activities and is directly related to national security, command and control of military forces, equipment that is an integral part of a weapon or weapons systems, or systems which are critical to the direct fulfillment of military or intelligence missions.(excluding payroll, finance, logistics and personnel management applications)	
<b>§ 1194.3(b)</b> The electronic and information technology acquired by a contractor is incidental to a contract. <i>(e.g. is not part of the deliverables of the contract)</i>	
<b>§ 1194.3(c)</b> The installation of specific accessibility-related software or the attachment of an assistive technology device is not required at a workstation of a Federal employee who is not an individual with a disability. <i>(e.g. not every computer will be equipped with a refreshable Braille display)</i>	
<b>§ 1194.3(d)</b> When agencies provide access to the public to information or data through electronic and information technology, agencies are not required to make products owned by the agency available for access and use by individuals with disabilities at a location other than that where the electronic and information technology is provided to the public, or to purchase products for access and use by individuals with disabilities at a location other than that where the electronic and information technology is provided to the public.	
<b>§ 1194.3(e)</b> A fundamental alteration would be required in the nature of a product or its components. <i>(e.g. adding a large display on a pager or palm pilot would significantly change the size; thus nature of the product)</i>	
<b>§ 1194.3(f)</b> Products will be located in spaces frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment. <i>(e.g. telecommunications equipment switches, servers)</i>	
<b>§ 1194.2 (a)</b> It is an undue burden. (Means significant difficulty or expense) - Undue burden must be documented and approved by the CIO/CFO per your office's delegated procurement authority.	
<b>Item B2. Commercial Non-Availability</b>	
<b>36 CFR § 1194.2(b) and FAR 39.203(c)</b> Products that meets applicable Section 508 technical standards are not available in the commercial marketplace. Market research and non-availability determinations must be documented.	

Approving Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:**

1. Using the summary list on the first page of the checklist to identify which technical standard(s) apply (Item A). A description of the criteria associated with each of these standards is available through the following URL: <http://www.access-board.gov/508.htm>. If the requisition involves existing EIT, the standards may not be applicable in some circumstances and the checklist can be completed and signed. Include any explanation on or with the checklist. Further discussion on the considerations for existing systems may be accessed through the "Frequently Asked Questions" link at the above site.
2. Conduct market research with vendors offering products or services. The purpose of this research is to identify what features of the vendor's product meet the specific criteria of the Section 508 technical standard(s). Document your research by printing out the vendor's product features or asking the vendor to complete a "Section 508 Vendor Checklist." A copy of this checklist is available on AMD's website <http://www.ofa.noaa.gov/~amd/vendorchecklist.pdf>. Some commonly used vendors' product's features are documented on AMD's web page as follows: <http://www.rdc.noaa.gov/~amd/index.html>.
3. If an exemption applies, identify which exemption applies by using the checklist (items B1 or B2) on the first or second page. Document your rationale for undue burden and commercial non-availability exemptions, get appropriate signatures and forward to your servicing procurement office. You are done.
4. The requisitioner and approving official are responsible for determining if a vendor's product complies with the Section 508 technical standards. Accordingly, please forward your market research along with this checklist to your servicing procurement office.
5. By signing the checklist, the "approving official" is representing that the technical standards are properly identified or the stated exemption is proper and appropriate. The "approving official" is normally the official with authority to approve the requisition. (NOTE: If "Undue Burden" is identified as an exemption, additional documentation is required and a higher level approval is required).

A glossary of terms is set forth below:

1. Section 508 does not apply to national security systems, as that term is defined in section 5142 of the Clinger-Cohen Act of 1996 (40 U.S.C. 1452).

2. The Access Board is an independent Federal agency established by section 502 of the Rehabilitation Act (29 U.S.C. 792) whose primary mission is to promote accessibility for individuals with disabilities. The Access Board consists of 25 members. Thirteen are appointed by the President from among the public, a majority of who are required to be individuals with disabilities. The other twelve are heads of the following Federal agencies or their designees whose positions are Executive Level IV or above: The departments of Health and Human Services, Education, Transportation, Housing and Urban Development, Labor, Interior, Defense, Justice, Veterans Affairs, and Commerce; the General Services Administration; and the United States Postal Service.

3. Whenever the Access Board revises its standards, the Federal Acquisition Regulatory Council is required to revise the FAR, and each appropriate Federal agency is required to revise its procurement policies and directives within six months to incorporate the revisions.

#### **§ 1194.4 Definitions.**

**Agency.** Any Federal department or agency, including the United States Postal Service.

**Alternate formats.** Alternate formats usable by people with disabilities may include, but are not limited to, Braille, ASCII text, large print, recorded audio, and electronic formats that comply with this part.

**Alternate methods.** Different means of providing information, including product documentation, to people with disabilities. Alternate methods may include, but are not limited to, voice, fax, relay service, TTY, Internet posting, captioning, text-to-speech synthesis, and audio description.

**Assistive technology.** Any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.

**Electronic and information technology.** Includes information technology and any equipment or interconnected system or subsystem of equipment, that is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.

**Information technology.** Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

**Operable controls.** A component of a product that requires physical contact for normal operation. Operable controls include, but are not limited to, mechanically operated controls, input and output trays, card slots, keyboards, or keypads.

**Self Contained, Closed Products.** Products that generally have embedded software and are commonly designed in such a fashion that a user cannot easily attach or install assistive technology. These products include, but are not limited to, information kiosks and information transaction machines, copiers, printers, calculators, fax machines, and other similar types of products.

**Telecommunications.** The transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

**TTY.** An abbreviation for teletypewriter. Machinery or equipment that employs interactive text based communications through the transmission of coded signals across the telephone network. TTYs may include, for example, devices known as TDDs (telecommunication display devices or telecommunication devices for deaf persons) or computers with special modems. TTYs are also called text telephones.

**Undue burden.** Undue burden means significant difficulty or expense. In determining whether an action would result in an undue burden, an agency shall consider all agency resources available to the program or component for which the product is being developed, procured, maintained, or used.

#### **§ 1194.5 Equivalent facilitation.**

Nothing in this part is intended to prevent the use of designs or technologies as alternatives to those prescribed in this part provided they result in substantially equivalent or greater access to and use of a product for people with disabilities.

**Commercial Nonavailability :** An agency may conclude that EIT meeting the applicable technical provisions of the Access Board's standards is not available (and purchase EIT that does not meet those provisions) when it cannot find a commercial item that both meets applicable Access Board's technical provisions and can be furnished in time to satisfy the agency's delivery requirements. If products are available that meet some, but not all applicable provisions, agencies cannot claim a product as a whole is nonavailable just because it does not meet all of the applicable provisions.